

**INFORMATION COMMISSIONER'S OFFICE
MANAGEMENT REPORT
For the Twelve Months Ending 31 March 2016**

	FOI (£)	DP (£)	2015-16 Actual (£)	Year To Date BV2 JAN 16 (£)	Variance (£)	Budget Var %	2014-15 Actual (£)	Prior year Var %
GRANT IN AID	3,730,768		3,730,768	3,731,600	(832)	(0.0%)	3,700,000	0.8%
DP FEE INCOME		18,311,232	18,311,232	18,000,000	311,232	1.7%	17,519,414	4.5%
DRIPA INCOME		330,000	330,000	330,000	-	-	30,000	1000.0%
TOTAL INCOME	3,730,768	18,641,232	22,372,000	22,061,600	310,400	1.4%	21,249,414	5.3%
RENT		746,048	746,048	751,972	5,924	0.8%	783,922	4.8%
RATES & BUILDING INSURANCE		236,183	236,183	236,184	1	0.0%	187,143	(26.2%)
SERVICE CHARGES		32,176	32,176	30,576	(1,600)	(5.2%)	15,729	(104.6%)
CAR PARKING		80,779	80,779	106,716	25,937	24.3%	76,165	(6.1%)
HEAT & LIGHT		174,069	174,069	89,100	(84,969)	(95.4%)	80,213	(117.0%)
WATER		16,317	16,317	16,000	(317)	(2.0%)	14,864	(9.8%)
CLEANING		60,358	60,358	52,000	(8,358)	(16.1%)	51,599	(17.0%)
SECURITY		58,502	58,502	48,432	(10,070)	(20.8%)	42,530	(37.6%)
WASTE		5,443	5,443	4,056	(1,387)	(34.2%)	4,033	(35.0%)
STORAGE		16,815	16,815	13,872	(2,943)	(21.2%)	16,585	(1.4%)
REPAIRS & MAINTENANCE		101,556	101,556	89,275	(12,281)	(13.8%)	102,457	0.9%
MOTOR COSTS		970	970	2,000	1,030	51.5%	1,172	17.2%
KITCHEN		41,127	41,127	31,500	(9,627)	(30.6%)	44,834	8.3%
FURNITURE		21,047	21,047	13,472	(7,575)	(56.2%)	12,824	(64.1%)
GENERAL EQUIPMENT		13,516	13,516	55,000	41,484	75.4%	58,454	76.9%
STATIONERY		34,930	34,930	30,000	(4,930)	(16.4%)	37,559	7.0%
POSTAGE		69,606	69,606	60,845	(8,761)	(14.4%)	73,597	5.4%
DOCUMENT DESTRUCTION		5,984	5,984	10,000	4,016	40.2%	6,134	2.4%
OTHER COSTS		22,116	22,116	-	(22,116)	-		
TOTAL OFFICE COSTS	-	1,737,542	1,737,542	1,641,000	(96,542)	(5.9%)	1,609,814	(7.9%)

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	(£)	(£)	(£)	(£)	(£)		(£)	
SALARIES	2,215,525	8,648,584	10,864,109	11,053,524	49,415	0.4%	10,328,716	(5.2%)
OVERTIME	20,422	79,722	100,144	80,000	(20,144)	(25.2%)	57,999	(72.7%)
PENSION	442,573	1,727,640	2,170,213	2,299,636	87,506	3.8%	1,808,074	(20.0%)
NATIONAL INSURANCE	152,110	593,783	745,893	774,177	12,297	1.6%	730,178	(2.2%)
AGENCY STAFF		344,945	344,945	-	(344,945)	-	395,203	12.7%
SALARIES INCOME		(118,912)	(118,912)	-	118,912	-	(51,150)	(132.5%)
PENSION INCOME		(24,757)	(24,757)	-	24,757	-	(8,865)	(179.3%)
NATIONAL INSURANCE INCOME		(10,104)	(10,104)	-	10,104	-	(3,758)	(168.9%)
NON EXEC BOARD MEMBER		46,707	46,707	50,500	3,793	7.5%	55,660	16.1%
TOTAL STAFF COSTS	2,830,631	11,287,607	14,118,238	14,257,837	(58,305)	(0.4%)	13,312,058	(6.1%)
RECRUITMENT		69,071	69,071	72,000	2,929	4.1%	49,721	(38.9%)
HEALTH & SAFETY		44,002	44,002	35,000	(9,002)	(25.7%)	35,571	(23.7%)
FURTHER EDUCATION		360	360	2,000	1,640	82.0%	51	(605.9%)
TRAINING COURSES		50,440	50,440	54,104	3,664	6.8%	184,015	72.6%
CONFERENCES		103,235	103,235	70,000	(33,235)	(47.5%)	-	-
MANAGEMENT DEVELOPMENT		21,036	21,036	25,500	4,464	17.5%	13,163	(59.8%)
TOTAL TRAINING AND RECRUITMENT	-	288,144	288,144	258,604	(29,540)	(11.4%)	282,520	(2.0%)
HOSTING, WEB AND TELEPHONY		728,360	728,360	719,997	(8,363)	(1.2%)	751,503	3.1%
APP & DESKTOP SUPPORT		731,905	731,905	680,000	(51,905)	(7.6%)	805,258	9.1%
SOFTWARE LICENSING		300,177	300,177	285,000	(15,177)	(5.3%)	296,273	(1.3%)
SECURITY CONTRACT		35,457	35,457	50,000	14,543	29.1%	72,519	51.1%
NOTIFICATION PRINTING		216,938	216,938	155,000	(61,938)	(40.0%)	199,444	(8.8%)
MANAGED PRINT		53,443	53,443	42,231	(11,212)	(26.5%)	37,841	(41.2%)
HARDWARE MAINTENANCE		53,110	53,110	80,000	26,890	33.6%	84,527	37.2%
GOV SECURE INTERNET		149,548	149,548	130,000	(19,548)	(15.0%)	181,446	17.6%
TELEPHONY CALLS & BROADBAND		130,822	130,822	92,000	(38,822)	(42.2%)	120,715	(8.4%)
TOTAL IT COSTS	-	2,399,760	2,399,760	2,234,228	(165,532)	(7.4%)	2,549,525	5.9%

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ICE CRM DEVELOPMENT		156,092	156,092	250,000	93,908	37.6%	308,923	49.5%
DOCUMENT STORAGE SOLUTION		4,358	4,358	100,000	95,642	95.6%	-	-
DIGITAL DELIVERY		124,609	124,609	250,000	125,391	50.2%	-	-
INFRASTRUCTURE		548,702	548,702	300,000	(248,702)	(82.9%)	-	-
OTHER PROJECT WORK		332,795	332,795	315,000	(17,795)	(5.6%)	215,470	(54.5%)
FINANCE SYSTEM							89,941	-
WEBSITE DEVELOPMENT							363,726	-
DMZ DEVELOPMENT							73,638	-
MOBILE WORKING SOLUTIONS							56,164	-
SECURE EMAIL (EGRESS)							34,891	-
TOTAL PROJECT SPEND (INC CAPITAL)	-	1,166,556	1,166,556	1,215,000	48,444	4.0%	1,142,752	(2.1%)
CAMPAIGNS, MEDIA RELATIONS & PR		27,580	27,580	48,000	20,420	42.5%	42,083	34.5%
MEDIA MONITORING		71,084	71,084	72,000	916	1.3%	59,843	(18.8%)
DESIGN & PRINT		66,918	66,918	67,000	82	0.1%	94,557	29.2%
DISTRIBUTION		24,900	24,900	25,000	100	0.4%	25,781	3.4%
SURVEYS		111,191	111,191	41,000	(70,191)	(171.2%)	46,276	(140.3%)
CONFERENCES		288,952	288,952	161,000	(127,952)	(79.5%)	-	-
CONFERENCE INCOME		(57,151)	(57,151)	(50,000)	7,151	(14.3%)	(46,667)	(22.5%)
ICON DEVELOPMENT		5,178	5,178	5,000	(178)	(3.6%)	26,616	80.5%
STAFF EVENTS		27,651	27,651	29,000	1,349	4.7%	-	-
WEB MAINTENANCE		49,397	49,397	51,000	1,603	3.1%	7,551	(554.2%)
TOTAL COMMUNICATIONS	-	615,700	615,700	449,000	(166,700)	(37.1%)	256,040	(140.5%)
BANK CHARGES		30,956	30,956	40,000	9,044	22.6%	37,080	16.5%
CARD PROCESSING CHARGES		75,726	75,726	75,600	(126)	(0.2%)	64,095	(18.1%)
EXTERNAL AUDIT		32,500	32,500	30,000	(2,500)	(8.3%)	32,500	-
INTERNAL AUDIT		36,642	36,642	37,368	726	1.9%	82,923	55.8%
CORPORATION TAX		61	61				-	
TOTAL FINANCIAL COSTS	-	175,885	175,885	182,968	7,144	3.9%	216,597	18.8%

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TRAVEL UK	59,563	320,822	380,385	390,000	9,615	2.5%	361,101	(5.3%)
TRAVEL OVERSEAS	11,915	64,178	76,093	55,000	(21,093)	(38.4%)	59,071	(28.8%)
TRAVEL INCOME - UK		(6,404)	(6,404)	-	6,404	-	(46,698)	86.3%
TRAVEL INCOME - OVERSEAS		(16,302)	(16,302)	-	16,302	-	(1,955)	(733.9%)
TOTAL TRAVEL	71,478	362,294	433,772	445,000	11,228	2.5%	371,519	(16.8%)
LEGAL	150,121	72,997	223,118	299,500	76,382	25.5%	269,024	17.1%
LEGAL COSTS RECOVERED		(7,289)	(7,289)	-	7,289	-	(50,840)	85.7%
LIBRARY & SUBSCRIPTIONS	37,738	34,982	72,720	79,500	6,780	8.5%	49,141	(48.0%)
PROFESSIONAL SUBS		18,727	18,727	13,544	(5,183)	(38.3%)	11,864	(57.8%)
SUBSISTENCE		239	239	-	(239)	-	1,375	82.6%
RESEARCH		38,367	38,367	50,000	11,633	23.3%	59,897	35.9%
PRIVACY SEALS		50,655	50,655	30,000	(20,655)	(68.9%)	-	-
DP REGULATION FUTURES PROJECT		20,000	20,000	20,000	-	-	-	-
PROFESSIONAL SERVICES		155,067	155,067	182,500	27,433	15.0%	196,137	20.9%
STAFF RECOGNITION		8,901	8,901	8,700	(201)	(2.3%)	-	-
OTHER							15,767	100.0%
BAD DEBT WRITE OFFS		5,410	5,410			-	-	-
TOTAL LEGAL, PROFESSIONAL & OTHER	187,859	398,056	585,915	683,744	103,239	15.1%	552,365	(6.1%)
CONTRIBUTION TOWARDS BACK OFFICE COSTS	660,032	(660,032)	-	-	-	-		
TOTAL COSTS	3,750,000	17,771,512	21,521,512	21,367,381	(154,131)	(0.7%)	20,293,190	(6.1%)
SURPLUS/(LOSS) AS PER MANAGEMENT ACCOUNTS	(19,232)	869,720	850,488	694,219	156,269	22.5%	956,224	(11.1%)

FTE Staff Analysis

Permanent Staff Band A	8	10	2	0.2	10
Permanent Staff Band B	28	35	7	0.2	23
Permanent Staff Band C	86	123	37	0.3	111
Permanent Staff Band D	126	93	(33)	(0.4)	78
Permanent Staff Band E	99	99	1	0.0	86
Permanent Staff Band F	46	42	(3)	(0.1)	39
Permanent Staff Band G	12	12	-	0.0	12
Permanent Staff Band H	1	3	2	0.7	3
Agency Staff Band B	2	-	(2)	0.0	6
Agency Staff Band C	1	-	(1)	0.0	7
Agency Staff Band D	1	-	(1)	0.0	4
Agency Staff Band G	1	-	(1)	0.0	1
Total FTE staff	410	417	7	0.0	380

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TOTAL COSTS FROM MANAGEMENT REPORT	3,750,000	17,771,512	21,521,512	21,367,381	(154,131)	(0.7%)	20,293,190	(6.1%)
CASH HANDBACK		907,776	907,776	694,219	(213,557)	(30.8%)	-	
ADD BACK Capital expenditure		(864,225)	(864,225)	(850,000)	14,225		(816,896)	
Increase in dilapidations provision		95,200	95,200	-	(95,200)		-	
Increase in early retirement provisions		9,898	9,898	-	(9,898)		-	
Non cash expenditure								
Notional costs of IC (funded by treasury)		190,007	190,007	190,000	(7)		190,007	
Depreciation		1,002,015	1,002,015					
Amortisation		821,079	821,079	1,860,000	(303,305)	16.3%	1,790,285	
loss on disposal of fixed assets		340,211	340,211				-	
Total revenue costs	3,750,000	20,273,473	24,023,473	23,261,600	(761,873)	(3.3%)	21,456,586	
SURPLUS/(LOSS FOR YEAR)	(19,232)	(1,632,241)	(1,651,473)	(1,200,000)	(451,473)	(37.6%)	(207,172)	

Reconciliation to statutory accounts:

loss as above	(1,651,473)	(207,172)
less Grant in Aid income	(3,730,768)	(3,700,000)

Statement of comprehensive net expenditure

(5,382,241)	(3,907,172)
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opening reserves	4,839,649
loss as above	(1,651,473)
notional costs funded by Treasury	190,007
Fixed asset revaluations	128,796
Total reserves as per statement of Financial position and statement of changes in taxpayer's equity	3,506,979

Capital expenditure	-	864,225	864,225	850,000	(14,225)	(1.7%)	816,896
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